

## ORDINANCE 97-1

AN ORDINANCE ESTABLISHING THE OFFICE OF CITY ADMINISTRATOR; PROVIDING FOR APPOINTMENT; REMOVAL; COMPENSATION; TEMPORARY ABSENCE AND DUTIES.

WHEREAS, the City Council of the City of Somerset has determined that it would be in the best interest of the citizens of Somerset, and would promote the health, safety, and general welfare of the community to establish the office of City Administrator for the conduct of such business as may be necessary for the City.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSET, BEXAR COUNTY, TEXAS THAT THE OFFICE OF CITY ADMINISTRATOR IS HEREBY ESTABLISHED.

### Section 1. Appointment and Tenure

That the office of City Administrator shall be appointed for indefinite period and shall be subject to discharge in accordance with the at will employment rules, or established personnel policies. Both appointment and removal shall require a majority vote of the City Council.

### Section 2. Compensation

The annual salary of the City Administrator shall be set from time to time by the Somerset City Council.

### Section 3. Temporary Absence or disability

During the absence or disability of the City Administrator, the Mayor will assume the duties until a regular or special meeting can be conducted, at which time to Council shall appoint an acting City Administrator.

### Section 4. General Duties

- a. To provide general supervision over city departments under the direction of the Mayor and City Council.
- b. To attend all meetings of the Council with the right to take part in discussion with no vote and be notified of all special meetings.
- c. To review and see that all contracts and franchises are faithfully kept and performed and notify the council of any violations.

d. To act as budget officer and as such prepare and submit to the council prior to the beginning of each fiscal year, a budget of projected income and expenses for the ensuing year, and keep the council advised of the financial condition and future needs of the City and make such recommendations as may seem desirable.

e. To report on financial and administrative activities for the previous year and to publish such reports as required.

f. To perform such other duties as may be prescribed by Ordinance, Resolution or as directed by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SOMERSET ON

THE 10th DAY OF April 1997 Paul G. Cuellar  
PAUL G. CUELLAR  
MAYOR

ATTEST

Shelley Bendele  
SHELLEY BENDELE  
CITY Secretary